POST OF ASSISTANT MANAGER (ACCOUNTING AND FINANCE) IN THE MINISTRY FOR EDUCATION AND EMPLOYMENT

Nomenclatures denoting the male gender include also the female gender.

The Ministry for Education and Employment (MEDE) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MEDE adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Educations Regulations 2016) in its recruitment process.

1 The Permanent Secretary, Ministry for Education and Employment (MEDE), invites applications for the post of Assistant Manager (Accounting and Finance) within the Ministry for Education and Employment.

Terms and Conditions

2.1 This appointment is subject to a probationary period of six (6) months.

2.2 During the probationary/trial period, appointees must successfully complete appropriate induction programmes organised by the Institute for the Public Services to be eligible for confirmation of appointment.

2.3 The salary for the post of Assistant Manager (Accounting and Finance) for those applicants entering into the grade under the eligibility provisions of paragraph 4.1(a) or (c) is Salary Scale 12, which in the year 2020 is equivalent to €18,142 per annum, rising by annual increments of €354.00 up to a maximum of €20,266.

2.4 An Assistant Manager (Accounting and Finance) in Salary Scale 12 will progress to Scale 11, which in the year 2020 is equivalent to €19,350 per annum, rising by annual increments of €375.17 up to a maximum of €21,601, on attainment of the MQF Level 5 Diploma referred to in paragraph 4.1 (b), in not more than two (2) years from the date of appointment, in failure of which, appointment would be relinquished.

2.5 An Assistant Manager (Accounting and Finance) who satisfies the eligibility provision of paragraph 4.1 (b) will be placed in Salary Scale 11, which will progress to Scale 10 (€20,603 x €407.67 - €23,049.00) in the year 2020 on completion of three (3) years’ service in the grade in Salary Scale 11, subject to satisfactory performance.

2.6 On being appointed, a successful candidate would be requested to renounce to any other application/s currently in process within the Public Service which is/are pending at the time of this appointment, without
prejudice to Assistant Director calls.

2.7 Lateral applications by public officers who already hold an appointment in the same grade/position being advertised are allowed only if the area of specialisation of the vacancy is different to the one held by the applicant and requires a specific related qualification as an eligibility requirement, which the applicant must satisfy.

a. Successful candidates are to serve in this post for a minimum of two (2) years, without prejudice to applications for Assistant Director calls.

2.8 It will not be possible to request a transfer before a two (2) year period from date of appointment. On the lapse of a two (2) year period, appointees may only be transferred at own request to carry out duties elsewhere in Accounting and Finance, subject to availability of vacancies and the exigencies of management.

2.9 The result will be valid for a period of two (2) years from the date of publication.

Duties

3. The duties of Assistant Manager (Accounting and Finance) include:

i. carrying out duties related to cash and cheque transactions. This includes the timely processing of transactions, verifications, recording, adjustments, tracking and reconciliation;

ii. ensuring that approvals are available before processing transactions, that amounts paid are correct and that procedure is followed;

iii. dealing with basic book keeping and assisting in the preparation of accounts, such as ledger balances and other relevant submissions. This includes performing duties related to Government's transition to accrual accounting;

iv. contributing to reviews, audits and inspections, which may include field inspections and spot checks;

v. assisting in the compilation of publications and reports, including the compilation of evidence for legal proceedings and information for Parliamentary Questions;

vi. assisting in budget planning and control under supervision, while bringing relevant matters to the attention of the supervising officer as necessary. This includes reviewing proposed Budgets and verifying all line items and expenditures to ensure accuracy;

vii. assessing, under supervision, virements within the Votes as well as requests for additional funding and the Revised Estimates;

viii. contributing to the development of project implementation including delegated processes, and to the identification of process improvements for simplification, innovation and added value;

ix. keeping abreast with accounting standards, financial legislation and Government policies;

x. keeping abreast with basic accounting systems, procedures and applications, and following training as directed;

xi. coordinating and participating in meetings, taking minutes and following up on required actions;

xii. assisting in day-to-day operations, including the management and distribution of correspondence and queries, record keeping, as well as inputting and updating of computer-based information and databases;

xiii. assisting in producing timely and accurate end of monthly period and quarterly reviews of refunds of overpayment;

xiv. assisting in the collating accurate financial records of all transaction of the Students' Maintenance Grants
line vote;

xv. sending out payment reminders (emails, letters, etc) to students’ and follow up refund of overpayments, as appropriate;

xvi. assisting in the submission and processing of Students’ Maintenance Grants applications including the Supplementary Maintenance Grants applications, and payment thereof;

xvii. assisting in the submission and processing of the Malta Government Undergraduate Scheme applications, and payment thereof;

xviii. assisting in the submission and processing of Summer Work Opportunities Scheme applications and payment thereof;

xix. any other duties as directed by the Director, the Director General and the Permanent Secretary; and

xx. any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

**Eligibility Requirements**

4.1 By the closing time and date of this call for applications, applicants must be:

Public Officers, or Public Sector employees performing duties in the Malta Public Service, or RSSL employees, who are **confirmed in their current appointment**. Public Officers who are on loan/detailed with/deployed with/on attachment to Public Sector organisations may also apply;

AND

a. in possession of a recognised Diploma (MQF Level 4), or a recognised comparable qualification in Accountancy or Business Management or Business Administration or Economics or Banking and Finance or ACCA or a recognised comparable qualification;

OR

b. in possession of a recognised qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVETS credits, or equivalent, with regard to programmes commencing as from October 2003) in Accountancy or Business Management or Business Administration or Economics or Banking and Finance or ACCA or a recognised comparable professional qualification;

OR

c. In possession of two (2) subjects at Advanced level (one of which must include a pass in Accounting) and three (3) subjects at Intermediate Matriculation Level (one of which must include a pass in Pure Mathematics), or a recognised comparable qualification.

Successful candidates who are in possession of a recognised MQF Level 4 (Diploma or two (2) subjects at Advanced level and three (3) subjects at Intermediate Matriculation level, or a recognised comparable qualification) in the areas highlighted in 4.1 (a) and (c), shall enter as **Assistant Manager (Salary Scale 12)**. On appointment, appointees will bind themselves to successfully complete a recognised qualification in a related area at MQF Level 5, in not more than two (2) years, to progress to Salary Scale 11, in failure of which they would relinquish their appointment. Upon possession of a relevant MQF Level 5, as indicated in paragraph 4.1 (b), in related areas such officers shall progress to **Assistant Manager (Salary Scale 11)**. All other progressions shall be in accordance with the provisions enshrined in the document entitled ‘Working Conditions for Officers within the Managerial Stream for Qualified Personnel’.

4.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.
Moreover, candidates who have not yet formally obtained any of the qualifications as indicated in paragraph 4.1 (a) to (c) will still be considered, provided that they submit evidence that they have obtained the qualifications in question, or successfully completed the necessary ECTS/ECVET credits, or equivalent, taken as part of a higher recognised MQF level programme of study, as required in the aforementioned eligibility criteria, by the closing time and date of the call for applications.

4.3 Furthermore, candidates who have not yet formally obtained or have not yet been approved for the qualification specified in paragraph 4.1 (a) to (c) or else as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they would obtain or be approved for such qualification by the 31st October, 2020. If selected, such candidates must produce the qualification indicated before appointment. If the deadline is not met, the selected candidates will be disqualified from the result.

4.4 To determine the comparable level of responsibility of Public Sector employees currently performing duties in the Public Service and RSSL employees to the level of responsibility required of Public Officers applying for this position, the Selection Board should invariably and formally consult the Director/HR Manager responsible for the respective Public Sector entity.

The current arrangement, whereby Public Sector employees performing duties in the Public Service remain on the books of the respective entity, shall continue to apply in the case of Public Sector employees who are selected for the post, subject to the consent of the entity. RSSL employees selected for this post will have their employment with RSSL ipso facto terminated following the successful completion of the probationary period.

4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 and 4.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.6 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below)

Submission of Supporting Documents

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the edurecruitment portal https://edurecruitment.gov.mt.

5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection Procedure

6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.3, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, through the Online Education Recruitment Portal ONLY at the following address http://edurecruitment.gov.mt. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant), and an updated Service and Leave Record Form (GP47), which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal.

In the case of Public Sector employees performing duties in the Public Service and RSSL employees, these are to present their paid/unpaid Leave and Sick Leave records for the last four years, including any records of any disciplinary actions that may have been taken in the absence of which, it will be understood that no disciplinary action was ever taken. In the case of Public Sector employees performing duties in the Public Service, they are also to produce confirmation from the Director responsible for People Management of the ministry where they are performing duties, that they are officially performing duties in such ministry.
The closing date of the receipt of applications is noon (Central European Time) of Monday, 09th March 2020.

An automatic receipt will be sent to your e-mail informing you that your application was submitted successfully. Should you require assistance with the application kindly contact Edu Servizz.gov on telephone number 153.

7.2 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the later, to submit any incorrect or incomplete documents.

7.3 Applicants are strongly advised not to wait until the last day to submit their applications since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. MEDE cannot be held responsible for any delay due to such difficulties.

7.4 Further details concerning the submission of applications are contained in the general provisions referred to below.

**Other General Provisions**

8. Other general provisions concerning this call for applications, with particular reference to:

- applicable benefits, conditions and rules/regulations;
- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- publication of the result;
- the process for the submission of petitions concerning the result;
- access to application forms and related details;
- retention of documents,

may be viewed by accessing the website of the People & Standards Division at the address https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx

These general provisions are to be regarded as an integral part of this call for application.

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Dr. Francis Fabri
Permanent Secretary
Ministry for Education and Employment